

Subject: English	Topic: Lee Gets Hired	Date: //
Course/Programme: TEFL	Resources: Worksheets, White board, Projector (If working), Cut-outs, Audio conversation.	Time: 01:00pm- 01:50pm
Level: Advanced Section: ----		Venue: -----
Prepared By: Ayesha Nigar		
<p>Objectives: At the end of the session, the learner will:</p> <ul style="list-style-type: none"> * Know how to compose an e-mail for business purposes. * Know how to carry on a dialogue in a job interview. * Know how to do salary negotiations in a polite yet convincing manner. <p>Skills</p> <p>Reading – Reading the text to extract the important information. Writing – writing answers in the correct sentence structure. Listening and Speaking – eliciting information from peers and in-group work, via discussions.</p>		

Time	Tutor Input	Learner Activities	Functional Skills	Assessment	Resources
01:00-01:10	<p><u>Introducing the topic</u></p> <p>The teacher will ask the Ss questions like:</p> <ul style="list-style-type: none"> • Describe a boss you have worked for. • What makes a good boss? • What makes a boss bad? • What is a good salary? • How much time do you usually need to switch your job? 	Students will answer the questions based upon their experiences.	Speaking and listening.	- Q&A, observation.	
01:10-01:20	<p><u>Main lesson focus (Activity One)</u></p> <ul style="list-style-type: none"> • The teacher plays an audio, which is 	-Students will be listening to an audio to number the correspondence in the	Listening and analyzing.	- Task	Audio and worksheet.

	<p>an e-mail message from a company offering a job. (Index A)</p> <ul style="list-style-type: none"> • The teacher gives the Ss a copy of the e-mail but with the correspondence in wrong order. The Ss are asked to number the phrases in the order they appear in the audio. (Index B) • The teacher will go through the worksheets for correction. 	<p>correct order in the worksheet.</p>			
01:20-01:30	<p style="text-align: center;"><u>Activity Two</u></p> <ul style="list-style-type: none"> • The teacher will distribute the next worksheet which is a dialogue between two people. (Index C) • The teacher plays an audio of the same conversation. (Index D) • The dialogues in the given worksheet are not in correct order. The students are asked to put them in correct order. • The teacher will go through the worksheets 	<p>The students will listen to the audio in order to put the dialogues in correct order.</p>	Listening.	Task	Audio and worksheet.
01:30-01:50	<p style="text-align: center;"><u>Activity Three (Role-play)</u></p> <ul style="list-style-type: none"> • The teacher divides the students in pairs and gives them 5 minutes to prepare a job interview conversation. • The students will act out the interview scene in front of the class. 	<p>Students will be working in pairs to act out a job interview dialogue.</p>	Speaking and listening.	-Observation, peer feedback.	

<p>**Contingency plan**</p> <p>** Technical difficulties.</p>	<p>**Should the lesson run slower than expected, then I will go through the answers for the last task after the break. However the lesson should run faster than expected then I shall give another worksheet to the class. (Index E)</p> <p>**If the sound system in the class doesn't work I will use my mobile phone with speakers instead.</p>				
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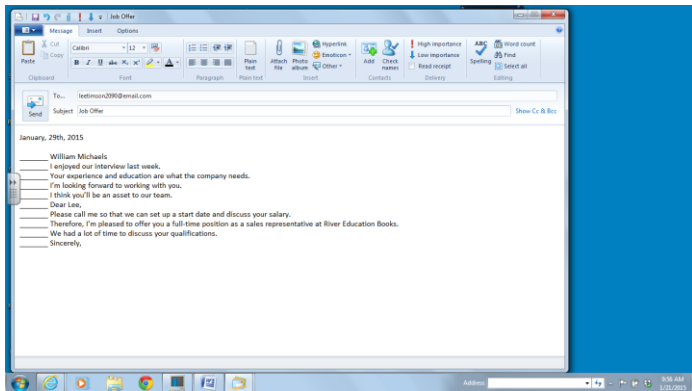
Materials:

Index A:



Lee Gets Hired P1.m4a

Index B:



Index C:

The dialogues below are not in correct order. Work with your partner to put them in correct order.

Mr. Michaels: Great! I'll write the contract and I'll see you at 9 a.m. sharp on July 21st. Great to have you on board, Lee.

Mr. Michaels: You drive a hard bargain. I could go up to \$28,000 and set up a bonus plan for good sales.

Lee: Hello, Mr. Michaels. This is Lee Timson. I'm calling in response to your email message. I'm very excited about the job offer.

Mr. Michaels: Hello, Lee. Thanks for calling. We need to negotiate your start date and salary.

Mr. Michaels: I'd like for you to start next week.

Mr. Michaels: I understand. You can start in two weeks then. How about July 21st?

Lee: I like the idea of a bonus plan. I accept.

Lee: I need to give my employer two week's notice.

Lee: That sounds good.

Lee: Good to be on board, Mr. Michaels!

Lee: I know that is for a new person, but I do have some experience. I'd like to start at a higher salary. I'd like to make \$29,000.

Mr. Michaels: Let's discuss salary next. The starting salary is \$24,000 a year.

Lee: When do you want me to start?

Index D:



Lee Gets Hired P2.m4a

Index E:

Match these words or phrases to their correct definitions.

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|-------------------------|--|
| 1. Sharp | _____ a. The amount of time usually required before leaving the job. |
| 2. Two week's notice | _____ b. To take. |
| 3. Drive a hard bargain | _____ c. working an average of 40 hours a week. |
| 4. Qualifications | _____ d. A job. |
| 5. Job offer | _____ e. exactly on time. |
| 6. Accept | _____ f. A good addition; a good part |
| 7. Set up | _____ g. A written agreement |
| 8. Full-time | _____ h. The amount of money a job pays. |
| 9. Start date | _____ i. As part of the team |
| 10. Position | _____ j. To arrange; to plan |
| 11. Salary | _____ k. Extra money for a good job performance |
| 12. Asset | _____ l. Qualities or skills. |
| 13. Negotiate | _____ m. To discuss and bargain |
| 14. On board | _____ n. To be good at negotiating |
| 15. Contract | _____ o. The first day at work/ |
| 16. Bonus | _____ p. The presentation of a job, chance to take the job. |

References:

www.eslibrary.com

www.redriverpress.inc